



STATE OF COLORADO

COLORADO DEPARTMENT OF AGRICULTURE

Division of Plant Industry

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DPI-ORG-OCIC (Rev 5/10)

Organic Certification Program Organic Crop Inspection Checklist

- ☐ 1. **Review Your Organic System Plan** and have your copy present during the inspection
- ☐ 2. **Gather all your records** 205.103(b)(2): fully disclose all activities and transactions in sufficient detail as to be readily understood and audited
 - ☐ a. **List of crops** being grown, field locations (maps), acreages, and estimated yields.
 - ☐ b. **Field history** or land use documentation, if any new land is added this year.
 - ☐ c. **Field activity logs** for all practices performed (cultivation, weed control, use of manure or fertilizers, spraying, pruning, and beneficial released, etc.).
 - ☐ d. **Input purchase/source records** of all inputs used for crop nutrients, pest, disease or weed control.
 - ☐ e. **Input application records** (material, source/brand name / manufacturer, field location, date and rate or quantity used).
 - i. **Seeds** (crop and cover crop), planting stock
 - ii. **Greenhouse materials** (potting soil or soil mix ingredients)
 - iii. **Crop nutrients** and soil amendments
 - iv. **Any other materials** applied
 - ☐ f. **Seed, planting stock and transplant records**
 - i. **Documentation** that seeds and annual transplants are certified organic or for any non-organic seed or planting stock used the search for commercial availability
- ☐ 3. **Audit Trail Documents** that track from field of origin to final use or sale.
 - ☐ a. **Production records**, field and planting records
 - ☐ b. **Harvest** and yield records
 - ☐ c. **Post-harvest** handling records
 - ☐ d. **Storage records**
 - ☐ e. **Transport records**
 - ☐ f. **Sales records**
- ☐ 4. **Pest Management Activities** for control of crop pests
- ☐ 5. **Organic Integrity: Documentation** of measures that avoid contamination and commingling, as applicable to the operation.
- ☐ 6. **Labels and Labeling: Have available** printed packages, bags, boxes, ties, bands and stickers including lot numbering of retail and bulk products
- ☐ 7. **Current regulatory inspections from other agencies** if applicable (Department of Health - state or county, third party auditors – HAACP, GAP/GHP)
- ☐ 8. **Documentation** of the correction of previously cited issues of noncompliance or conditions.

Inspection Day Planning

- ☐ 1. **Ensure enough time** is devoted and attention is taken to complete the inspection.
- ☐ 2. **Make prior arrangements** for someone else to handle work-related tasks and/or family commitments.
- ☐ 3. **Have all your records ready and accessible.**
- ☐ 4. **Provide a space** where you and the inspector can comfortably review records.
- ☐ 5. **Be prepared** to provide easy and prompt access to all fields, buildings, and storage areas, both on- and off-farm.